

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 8/29/2017

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Natalie M Nathan
Linda L Simon

BOARD MEMBERS ABSENT: Benjamin E Doty
Kristen E Hyde

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Maurie Ellsworth, General Counsel
Kellie LaBonte, Technical Records Specialist II

The meeting was called to order at 10:00 AM MDT by Heidi Brough Nye.

Ms. Simon was present at the Bureau for this conference call so Ms. Brough Nye requested that Ms. Simon lead the meeting.

Ms. Brough Nye made a motion to accept the amended agenda. It was seconded by Ms. Nathan. Motion carried.

**NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR
BOARDS (NAB)**

Ms. Brough Nye made a motion to approve the Board Chair to attend the mid-year NAB Conference in Savannah, Georgia in November 2017. It was seconded by Ms. Nathan. Motion carried.

CONTINUING EDUCATION COURSE

The Board discussed the Administrator Boot Camp course that was held in December 2016. The concern that was raised is that the course held in December appears to be an unapproved course by an unapproved provider. Ms. Brough Nye said that during review of documents submitted by licensees for reinstatement at the July 2017 meeting, the December 2016 course may have been provided by a hospice agency or other facility. Ms. Brough Nye contacted

Bureau of Facility Standards. Bureau of Facility Standards provided an administrator boot camp course in May of 2017; but not in December of 2016.

Ms. Brough Nye made a motion for Ms. LaBonte to send a letter to the provider of the December 2016 course stating that the course was not approved by the Board and the provider therefore must notify all attendees that the course was not Board approved. If the provider wants approval, then the course application must be submitted within 30 days of the date of the letter. It was seconded by Ms. Nathan. Motion carried.

Ms. Brough Nye made a motion for Ms. LaBonte to send a letter to any licensee who submitted the December 2016 Administrator Boot Camp course as proof of continuing education that the course was not an approved course. The licensee may wait to see if the provider will seek course approval; or the licensee may choose to submit other completed course certificates showing the continuing education requirement is met within 60 days of the date of the letter. It was seconded by Ms. Nathan. Motion carried.

EXECUTIVE SESSION

Ms. Brough Nye made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Ms. Brough Nye made a motion to come out of executive session. The vote was: Ms. Brough Nye, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

APPLICATIONS

Ms. Brough Nye made a motion to table application 901151106 pending receipt of additional information. It was seconded by Ms. Nathan. Motion carried.

Ms. Brough Nye made a motion to table application 901153661 pending receipt of additional information. It was seconded by Ms. Nathan. Motion carried.

Ms. Brough Nye made a motion to deny the application for Marina Garza based on Idaho Codes §§ 54-4206 and 54-4213. It was seconded by Ms. Nathan. Motion carried.

CORRESPONDENCE

Due to time constraints for members of the Board, correspondence will be reviewed at the next meeting.

NEXT MEETING is scheduled for Thursday, October 19, 2017 at 10:00 AM.

ADJOURNMENT

Ms. Brough Nye made a motion to adjourn the meeting at 11:02 AM. It was seconded by Ms. Nathan. Motion carried.

Heidi Brough Nye, Chair

Benjamin E Doty

Kristen E Hyde

Natalie M Nathan

Linda L Simon

Tana Cory, Bureau Chief